

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	ISSUED 6/1/02	REVISED 4/09	CHAPTER 4	SECTION 4.6
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Mandatory Training Requirement			

New shelters will receive orientation training from a District Nutritionist as part of the application for participation in the CACFP. Once an application is received, the District Nutritionist in your area will schedule an on-site orientation at the shelter. Program approval will not be granted until the shelter has received orientation training and verification is on file in the BCFNA Central Office.

Mandatory training may also be necessary if noted as a “required action” from a monitoring review. The Program review letter will outline the training required by the District Nutritionist.

Special topics training for the CACFP are scheduled routinely in each of the five district office locations. The office locations are listed below. Shelters are responsible for scheduling their own appointment to attend a training session. View the “Training” information by topic and location via the Internet at: <http://dhss.mo.gov/cacfp>. Contact the CACFP office at 800-733-6251 to enroll in special training classes. Reservations are required due to space limitations.

Locations for Special Training Sessions

Northwestern District Health Office
3717 Whitney Ave.
Independence, MO 64055

Eastern District Health Office
220 South Jefferson
St. Louis, MO 63103

Southwestern District Health Office
149 Park Central Square, Suite 116
Springfield, MO 65801

Cape Girardeau Area Health Office
710 Southern Expressway, Suite B
Cape Girardeau, MO 63703

Missouri Department of Health and Senior Services
920 Wildwood
Jefferson City, MO 65109